

TOWN OF LEXINGTON
DEPARTMENT OF PUBLIC WORKS/ENGINEERING

Requirements for Permits

REQUIREMENTS FOR:

- **A PERMIT TO CONSTRUCT A SEWER, WATER AND/OR DRAIN SERVICE AND CONNECT TO THE TOWN-OWNED SYSTEMS**
- **OBTAINING A DRAINLAYER'S LICENSE for inclusion on "Approved Drainlayers' List" or receiving a one-time drainlayer's permit.**
- **A PERMIT TO OPEN OR OCCUPY STREET/SIDEWALK/SHOULDER**

Town of Lexington permits are necessary for:

- Locating and connecting new or renewal sewer/water services, etc.,*
- Connecting to the storm drain system,* (after written Conservation Approval)
- Cutting new or repaving existing driveways,**
- Painting store fronts (occupying or obstructing street or sidewalk),
- Repairing buildings (occupying sidewalk/street or Town property).

*Must be on Approved Drainlayer's List or apply for one-time permit--see requirements below and reverse.

**Must be on current Approved Paving Contractors List--see separate sheet for requirements.

PERMIT TO CONSTRUCT A SEWER, WATER AND/OR DRAIN SERVICE

A permit is necessary to construct or renew a sewer/water or drain service connecting to the Town-owned systems. A sketch of proposed work must be included with the permit application. As of January 1, 1998, there is a connection permit fee of \$100.00 for the first 50 linear feet plus .30¢ for each additional linear foot. Work must be performed by a drainlayer licensed by the Town of Lexington (see below and the reverse side for specific drainlayer's licensing requirements), **a DigSafe Number must be obtained**, and a street opening permit may be required. In addition, other utility charges may also be due such as the cost of previously constructed section of service, sewer charges in lieu of betterments, and/or water service, tap and meter charges. All charges must be paid before a permit is issued.

DRAINLAYER'S LICENSE

Anyone connecting to Town-owned utilities, even if on private property, must be on the Approved Drainlayer's List (\$30.00 annual fee) or may obtain a one-time Drainlayer's License (\$30.00 one-time fee).

Summary of requirements for Approved Drainlayer's List or one-time Drainlayer's License:

1. *Annual License Fee - \$30.00 made payable to the Town of Lexington.*
 2. *Proof that the contractor can perform the work. A Master Plumber's License may be proof of the ability to perform work.*
 3. *\$5,000 Street Opening Bond.*
 4. *Certificate of Insurance (see reverse). By applying for and accepting this license, the Contractor agrees to hold the Town of Lexington harmless for acts of negligence by the Contractor and/or his subcontractors.*
 5. *Provide three (3) references and/or meet with John Livsey, P.E., Town Engineer.*
 6. *Provide on company letterhead a list of emergency telephone numbers, including pagers, cell phones.*
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PERMIT TO OPEN OR OCCUPY STREET/SIDEWALK

A Street Opening/Occupancy permit is needed in all cases where anyone is occupying or excavating Town property. This includes but is not limited to sewer, water and/or drain connections, driveway paving, retaining wall construction, and sidewalk obstruction due to building repairs or repainting. In addition to meeting the necessary licensing, bonding and insurance requirements, **contractors must have a DigSafe Number** for all locations and must submit a plan or sketch of the proposed work for Engineering approval. Allow at least 48 hours for plan approval. The fee is \$60.00 for the first 50 feet plus .30¢ for each additional linear foot. A police detail may also be required on certain streets.

FEE - \$30.00 annually.

REFERENCES - Three references, preferably from municipalities where the Contractor has performed work, to show he is qualified to do work; or a Master Plumber's License.

BONDING - Street Opening Bond in the amount of \$5,000.

INSURANCE REQUIREMENTS - The Contractor shall take out and maintain during the life of the Drainlayer's License, the following insurance in companies and forms acceptable to the Town and in adequate amounts, which shall not be less than hereinafter stated, namely:

1. Worker's Compensation: as required by the Laws of Massachusetts.
2. General Liability:
 - A. Bodily Injury and Property Damage Liability \$1,000,000 each occurrence and \$1,000,000 aggregate, combined single limit or \$1,000,000/\$1,000,000 with a \$1,000,000 aggregate.
 - B. ***Coverage to include Explosion, Collapse and Underground (XCU). This must be specifically referenced on the Certificate of Insurance.***
 - C. Independent Contractor's coverage.
 - D. Contractual coverage.
 - E. Completed Operations coverage.
 - F. Broad Form Property Damage coverage.
3. Automobiles and Trucks, including hired and non-owned vehicles.
Bodily injury liability \$1,000,000 each person and \$1,000,000 each accident.
Property Damage liability: \$1,000,000.

Certificates of Insurance evidencing such insurance must be submitted to the Director of Public Works' office, naming the Town as the certificate holder and showing the inclusion of the hold harmless agreement holding the Town of Lexington harmless for the negligence of the Contractor and/or his subcontractors.

Failure to provide and continue in force such insurance as aforesaid shall be deemed a material breach of the permit and shall result in immediate termination thereof.

All policies shall be written so that the town will be notified of cancellation or restrictive amendment at least thirty (30) days prior to the effective date of such cancellation or change.

CONTRACTOR'S OBLIGATION - It shall be the sole responsibility of the Contractor to provide the Engineering Department with the above documents and to provide renewals when present insurance or continuous bond has expired. Certificates and bonds must be signed therefore we accept only originals, no copies or faxes. Permits will not be issued until all the above requirements are met. The contractor must be a licensed drainlayer in the Town of Lexington to apply for a permit and the work must be done by the permittee.